



THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF AGRICULTURAL RESOURCES
251 Causeway Street, Suite 500
Boston, MA 02114-2151
<http://www.mass.gov/agr/pesticides>



Massachusetts Pesticide Applicator Continuing Education (PACE)

" 2008 GUIDANCE FOR PACE AND APPROVAL PROCESS "

PESTICIDE APPLICATOR CONTINUING EDUCATION (PACE) APPLICATION [(333 CMR 10.08(3)(F)]

IMPORTANT: The training you are providing must contribute directly to the professional competence (growth and skills) of the applicator or dealer as a pesticide user. Also, current regulations require that training programs be received no later than seven (7) days prior to any training, however, it behooves those who request approval of training to send us the completed application with as much lead time as practical such as 14-21 days in advance. Many sponsors have been accommodated on more than one occasion over the years. This will not continue as it creates conflicts to the entire process. Programs received less than 7 days will automatically be denied and credit cannot be approved after the fact.

Very Important: *If you have publication deadlines for the purpose of announcing approval of credits/contact hours, you must plan ahead and send the PACE application as early as possible.*

1. Complete the PACE "application". Note: Before filling out the application, feel free to reproduce several copies for future training programs or if you plan on scheduling training on an annual basis, complete the application without date and location, reproduce, and then you can date and complete location for future years without redoing the application.
2. After you complete the applications, it **MUST BE RECEIVED** by the Department AT A MINIMUM **SEVEN (7) DAYS PRIOR** to the day of the offered training. Note: You are encouraged to send as early as you can especially if you need approval prior to sending out your own publications concerning approval of the training. Applications arriving late or less than complete will be returned and approval may not be given. Note: The Department needs time to review, approve, and mail back the formal approval attendance form.
3. Training may be presented an unlimited number of times provided that there are no major changes in content, outline, contact hours, and or trainer's. Note: An e-mail citing date, time, and location will suffice. If there are major changes to program, **complete a new application is required**.
4. A minimum of one (1) Contact Hour is required for any training program. One Contact Hour is equal to 50 minutes. **NOTE: You request the number of contact hours/credits.**

5. Please follow directions carefully and include all required information.
6. This application can be reproduced for additional training programs or downloaded by accessing Web Page www.mass.gov/dfa and click on pesticide exams
7. Be sure to attach a copy of the evaluation form you will use to obtain feedback from those who attend training program. **Do not send back the sample evaluation(s) provided to you at the end of the "application".**
8. Once you receive the approval certificate, you or an authorized representative prints and sign their names to the original. Thereafter, you can make copies of the approval certificate to distribute ONLY to those who ATTEND THE ENTIRE APPROVED offered training. Those individuals who receive this form should be reminded to keep it in a safe place. Note: I recommend that all providers encourage those individuals who receive an approved attendance form to maintain their own file in addition to what their employers might do for them on their behalf.
9. Sponsors or authorized training sponsor representative (s) will be required to insure that the certificate of attendance of the individual who attended the training print and sign their name as well as record their pesticide certification or license number on the approval certificate to be valid. **In other words, any certificate of approval received by the Department not completely filled out will be invalid.**
10. Sponsors or authorized training sponsor representative (s) must sign or initial each certificate in order for it to be valid. Any certificate without original signatory markings will be considered void. **It is suggested that you check each attendance form distributed after the training to be sure the form has been completed by attendee and then initial or stamp these forms in colored ink to validate attendance.**
11. Sponsors or authorized training sponsor representative (s) should if feasible to check a positive Identification such as a driver license of any person who attended the training that desire validation of the certificate of approval only after the training has taken place.
12. Sponsors must submit after the training to the Department an original sign-in list for each approved training. This list should be sent to **Mark S. Buffone to the address above.**

WHAT QUALIFIES AS "ACCEPTABLE" CONTINUING EDUCATION?

The purpose of continuing education is to insure that PACE builds upon the existing base of knowledge that each pesticide applicator gains through the current licensure process. Ultimately, continuing education must ensure the responsible and informed practice of pesticide use in the Commonwealth of Massachusetts. To this end, certain components [333 CMR 10.08(3)(f)] must be met by all continuing education providers as follows:

Training should have the following core elements:

Objectives	<p>It should be a planned educational activity.</p> <p>It should contribute directly to the professional competence (growth and skills) of the applicator or dealer as a pesticide user.</p> <p>It should be pertinent to the use of pesticides.</p>
Content	<p>It should be planned programs/topics that "build upon the professional applicator's educational and practical know-how".</p> <p>It should enhance and further address specific pesticide applicator's training needs.</p> <p>It should focus on appropriate subject matter as outlined in the regulations such as new state and federal pesticide regulations, IPM, Label comprehension etc.</p> <p>It should be "real world" in content and should focus on pesticide use and handling.</p> <p>It should disseminate and review new research that leads to both immediate and future pesticide use application.</p>
Training Methods	<p>It should incorporate principles of adult education in the design of program.</p>
Evaluation	<p>It should include applicator participation (feedback).</p> <p>It should be open to all.</p> <p>It should take place in an appropriate physical facility conducive to learning.</p>
Verification	<p>It should provide standard attendance "form" for purpose of verification.</p>

Training should not be the following:

Should not be Promotional	Training should not be focused on or reflect an employer's goals or service commitments, goals or operating procedures. Training should not promote a manufacturer's product line.
Should not be a Review	Training should not be a "review" of previously learned materials or skills. Remember, it is supposed to be enhanced professional education.
Should not be a Social Event	Training should not take place at, or in combination with, social events.

The regulations “at a glance”

Recertification Period	The time period that credentialed applicators are given to obtain a specified amount of training is three (3) years.										
Contact Hours	<p>The term "Credits" has been changed to "contact hours". The training time necessary to earn contact hours has been standardized.</p> <p>Fifty consecutive minutes (50) of training equals "one contact hour". One (1) continuing education credit unit (CEU) equals ten (10) contact hours and one (1) semester hour equals fifteen (15) contact hours.</p>										
Recertification for Everyone	<p>All licensed and certified individuals, including applicators and dealers must accumulate contact hours. The number of contact hours required for each license or certification in each 3-year cycle is as follows:</p> <table border="1"> <thead> <tr> <th>Credential Type</th><th>Number of Contact Hours</th></tr> </thead> <tbody> <tr> <td>Commercial Certification</td><td>12 (per category)</td></tr> <tr> <td>Commercial Applicator License:</td><td>6</td></tr> <tr> <td>Private Certification</td><td>12 (per category)</td></tr> <tr> <td>Dealer License</td><td>3</td></tr> </tbody> </table>	Credential Type	Number of Contact Hours	Commercial Certification	12 (per category)	Commercial Applicator License:	6	Private Certification	12 (per category)	Dealer License	3
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Methods of Obtaining Contact Hours	The method(s) of obtaining training "contact hours" is more flexible and less restrictive. In addition to the traditional method of workshops, lectures and seminars, continuing education contact hours may be obtained from an academic institution, self-study or correspondence courses and for teaching and/or publishing activities all of which must meet the standards set forth in the regulations										
Assigning Contact Hours	You, the provider of training, assign "contact hours" and designate the applicable licensure type/category.										
No Retraining Application	Continuing Education training programs may be presented an unlimited number of times without re-submission of a Retraining Application provided there are no major changes in content, outline, contact hours, or trainers.										
Advance Notice	The Department must receive a Retraining Application seven (7) days before a training program.										
Subject Matter	Training subject matter must include a comprehensive description including but not limited to, "learner objectives".										
Evaluation	Training content and presentations will be evaluated by participants. These evaluations provide feedback to you and need not be return to the Department.										